

**United States Bankruptcy Court  
Northern District of Ohio**

**Vacancy Announcement**

<b>Position:</b>	Clerk of the Court	<b>Date:</b> 03/01/98
<b>Salary Range:</b>	JSP 17, \$103,891 to \$117,729	
<b>Closing Date:</b>	05/01/98	

**Position Overview**

Under direction of the Chief Judge of the Court, the Clerk serves as the chief administrative officer, with responsibility for all non-judicial functions of the court. Included among the responsibilities are case processing, policy implementation and monitoring, long range planning, budgeting, financial management, automation and human resources management, property and procurement and public relations.

The official duty station is Cleveland, Ohio. The court has divisions in Akron, Canton, Toledo and Youngstown, Ohio.

**Qualifications for the Position**

Applicants must possess a minimum of ten years of progressively responsible management experience. At least three years must have been in a position with high level management responsibilities. Applicants must have at least an undergraduate degree, with a professional degree in law, court administration, business or public administration highly desirable. Preference will be given to candidates with experience in federal judicial administration and familiarity with automation and computer technologies. Excellent organizational and analytical skills as well as effective supervisory and interpersonal skills are required.

**Information for Applicants**

Although not included in the federal government's Civil Service classification, employees of the United States Courts are entitled to similar benefits as other federal employees including paid vacation, sick leave, choice of health benefits plans and participation in the Federal Employees Retirement System. This position is subject to mandatory electronic fund transfer participation for payment of net pay. No funding is available for travel for interviews or relocation.

**Application Procedure**

Interested applicants are invited to submit an application package consisting of a detailed resume, salary history and a narrative statement of two pages maximum length addressing the following factors: ability to plan and implement the most effective use of resources to achieve objectives; ability to interpret, understand and implement court policies; ability to interact with various levels of individuals including subordinates, superiors, peers and the public; and, applicant's basic management philosophy.

The application package should be forwarded, by 05/01/98, to: Hon. Richard L. Speer, Chief Judge, U.S. Bankruptcy Court, 113 U.S. Courthouse, 1716 Spielbusch Avenue, Toledo, Ohio 43624.

The Court is an Equal Opportunity Employer